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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 11-17 September 1952

DATE: 18 September 1952

## 1. Orientation

a) Discussed with the Deputy Director of Training (General) new contribution for November program which will involve the Assistant Directors and be conducted on a panel basis. Expect to receive from [ ] of OCD some specific case material around which suggestions will be woven for discussion with the Deputy Director on this subject. 25X1

b) Final arrangements have been made to close the commitment with the Department of Agriculture for the auditorium for the week of November 17.

## 2. Presentations

a) Introduced [ ] of the Procurement and Supply Office to make the presentation on Wednesday, 17 September; and when he concluded, called upon Mr. Garrison and Col. White for some remarks. 25X1

b) Col. White, Assistant Deputy Director (Administration), praised the programs and added that he hoped the operational offices would be willing to take their turn since we have and are trying in these presentation programs to tell them our story of our problems and what we are attempting to do to alleviate them.

c) Mr. James Garrison, Chief, Procurement and Supply Office, wishes to participate even more fully by having his office make at least one and maybe two additional presentations.

d) The planning continues with Personnel and General Counsel on the type and number of lectures which they will give in this series.

## 3. Indoctrination

a) The regular Indoctrination was shifted from Monday, 15 September, to Tuesday, 16 September, because of an international

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conference at which the DCI was expected to make the initial presentation. Attendance at the program was [ ] newcomers plus 2 who had been in the Agency before, making a total of [ ]

b) [ ], at the suggestion of [ ], attended a section of the Indoctrination program to evaluate what might be done for the special program which [ ] is planning for the clerical personnel. Subsequent discussions with both [ ] have indicated that the duplication in most instances will be negligible; and I have offered to [ ] the services of [ ] to give a 10- or 12-minute opening presentation at the Clerical Indoctrination so that we will reduce to the lowest possible level duplication of any of the material given in our regular Indoctrination programs. [ ] is very happy with this suggestion.

#### 4. Special

a) Lectured to the Air Command and Staff School at the Air University, Maxwell Field, Montgomery, Alabama, on Thursday, 11 September 1952.

b) On Wednesday, 17 September 1952, lectured to the Strategic Intelligence School.

c) Gave a special security lecture to persons from our Office of Security on Wednesday, 17 September 1952.

d) Received request from Mr. Miller of the Foreign Service Institute for a program to be conducted for Junior Foreign Service Officers during the forenoons of 2 and 3 October. [ ] details of this program will be worked out with [ ], as has been done in the past, and a subsequent status report will be made on this subject.

e) Turned over to [ ] of ORR the material which was brought back with me from overseas regarding peat production

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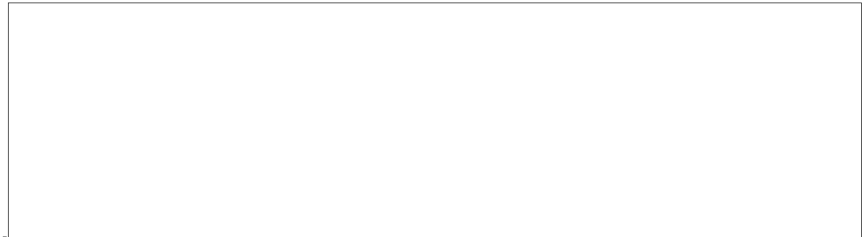


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in the USSR, and gave to  of our Office of Training the material he requested that I bring back from the Air University in Alabama.

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